

CREDENTIALS EXPLAINED

Proof of BA or Proof of JD

If you see either of these items listed among “Credentials Needed,” it means that the Board of Law Examiners may not have received the official transcript from the educational institution which issued your undergraduate or law degree. The Board requires official transcripts issued by your college or university, although they do not need to be sent directly from the school. Photocopies and printouts will not be accepted. Proof of your JD is the only credential required prior to the bar examination.

Credit Report

You must send the Board of Law Examiners a full credit report printed no more than 30 days prior to the date it is mailed. A report obtained from an online annual free credit reporting agency is acceptable, and need not include your credit score.

MPRE

You must have achieved a scaled score of at least 75 on the Multistate Professional Responsibility Exam within 25 months of the date of your successful bar examination. If you requested that your score be reported to the West Virginia Board of Law Examiners, you must inform the Board of the date on which you took the exam before the Board can confirm your score. If you did not request that your score be reported to West Virginia, you may order a score report by calling the MPRE Records Department at 319-337-1304.

NCBE Report

This report from the National Conference of Bar Examiners (NCBE) provides information gathered from your references, employers, schools, public records, and other sources. The report is initiated when you submit a completed original application and pay the background investigation fee due to the NCBE at the beginning of the application process. It generally takes at least three months for the report to be completed, but it can take longer in very complex cases or where your references and employers are unresponsive to the NCBE’s inquiries. Your Character Interview cannot be scheduled and your Character Report cannot be

prepared until your NCBE Report is complete. Your NCBE report does not have to be received prior to the bar examination, and many applicants’ reports will not be completed until after the exam. If you wish to check the status of your NCBE Report, you may call the NCBE at 608-280-8550, and ask to check the status of your character and fitness application. We recommend that you wait and check the status of your report in the weeks after the bar exam.

Character Report

The character report is prepared by the District Character Committee after it interviews you, and is submitted directly to the Board of Law Examiners. By the time your NCBE report is finished, you should have received the contact information for a member of the Committee to which you are assigned in order to schedule your interview. Please note that your NCBE Report must be complete before your character interview will be scheduled. Committee Members may, in their discretion, delay scheduling of interviews until bar exam passage information has been received.

Board Review

A notation that Board Review is needed indicates that your file has been flagged for review by the full Board because of an issue in your background investigation – often an arrest or conviction, poor credit, evidence of substance abuse, or a psychiatric condition which may affect fitness to practice. Once your Character Report is received, your file will be forwarded to the seven attorneys who are members of the Board of Law Examiners. They will then determine whether you may be admitted without further review or whether they will require an interview before the full Board. These interviews are conducted at the Board’s bi-annual meetings in early November and early May. The files of any applicants who are interviewed by the full Board must be reviewed by the Justices of the Supreme Court after the Board reaches a decision, so admission will necessarily be delayed in these cases. If your file requires Board Review and you wish to submit additional materials relevant to the issue in question or a personal narrative on the issue for the Board’s consideration, you are welcome to do so.